

**GREENMOUNT PRIMARY SCHOOL
PARENTS & CITIZENS' ASSOCIATION INC.
SCHOLASTIC BOOK CLUB COMMITTEE
TERMS OF REFERENCE
2019**

1.0 NAME:

- 1.1 The Committee shall be called the Greenmount Primary School P&C Association Inc. Scholastic Book Club Committee.

2.0 COMPOSITION:

- 2.1 (a) To be made up of at least two (2) financial members, one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C shall be ex officio a member.
- 2.2 The members shall be elected each year at the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the Committee an election may be held at a General Meeting of the P&C to fill the vacancy.
- 2.3 The Committee when formed shall have as its Coordinator (Convener) the person elected to this position at the AGM. In the event of the Convener position becoming vacant an election may be held at a General Meeting of the P&C to fill the vacancy.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the responsibilities of the Committee shall be:

- 3.1 Distribute catalogues to the student population, their families, teachers and staff of the school.
- 3.2 Create notices, to advertise catalogues, due dates for orders, and expected delivery dates for books, and forward to Communications Officer for publishing in School Newsletter and Website and on P&C Facebook page.
- 3.3 Process orders in line with Scholastic procedures and distribute stock, once received, to those who have placed an order.
- 3.4 Ensure the processing of all money received with orders is performed in accordance with procedures as set by the P&C Association. Two (2) members must collect and count money at all times. Once counted, both members must complete and sign the Banking Sheet template. No money shall leave the school's premises; money must be stored in the school safe (with signed Banking Sheet template) ready for it to be banked by the Treasurer.
- 3.5 Utilise the spreadsheets supplied:
- Banking Sheet template

4.0 DUTIES OF THE SCHOLASTIC BOOK CLUB COMMITTEE CONVENER:

- 4.1 The Coordinator (Convener) when present, shall preside at all meetings of the Committee. In the event of the Convener being absent, the meeting shall elect a chairperson for the occasion.

- 4.2** The Convener shall ensure that a written report of the activities of the Committee is presented to all General Meetings of the P&C Association (or Executive Committee) and at such times as directed by the General Meeting of the P&C Association. The report to include a written statement of receipts and expenditure and any recommendations requiring the attention of the P&C.
- 4.3** Upon receipt of the Scholastic order confirmation email, containing a PDF of the order invoice, the Convenor shall forward the email to the P&C Treasurer. The Treasurer shall make the payment for cash received and banked (being the outstanding balance on the invoice).
The Convener shall review all invoices from Scholastic to verify stock has been received as ordered. The Convener is responsible to the P&C Treasurer.
- 4.4** Ensure that all books of the Committee are made available to the P&C Association as required.
- 4.5** The Convener shall have custody of the documents of the Committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association as required.

5.0 AUTHORITY OF THE COMMITTEE

5.1 SPENDING MONEY FOR COMMITTEE EVENTS AND INCIDENTALS

Per event, if event is run during the calendar year:

- Stationery - Up to \$20 total for the year
- 5.2** The most cost effective options should always be sourced and donations if possible to try and save as much money as possible.
- 5.3** If the costing of Scholastics Book Club stationery exceeds the above pre-approval it must be approved, before spending, at a General P&C Meeting or via Executive Committee.
- 5.4** All spending should first be cleared with the Treasurer, before spending, to make sure we have enough in the bank account.
- 5.5** A tally should be kept of any spending, and all spending should be reported on at the next General Meeting.

6.0 QUORUM:

- 6.1** A quorum shall comprise 50% + 1 (one) of the current membership of the Committee.

7.0 VOTING:

- 7.1** All members and ex officio members of the Committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.
- 7.2** Voting shall be by show of hands.

8.0 ALTERATIONS TO RULES:

- 8.1** All proposed amendments to these rules must be approved by the General Meeting of the P&C Association.

**THE COMMITTEE IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P&C ASSOCIATION.**